



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Public Service Commission Motor Carrier Certification and Enforcement Division, Suite 1215 1001 International Boulevard Hapeville, Georgia 30354	Application Number <b>80-281</b>	
Application Number		Date Received MAY 12 1980	Date Completed JUN 23 1980
2. Person to Contact Nora Blair		Working Title Accounting Technician	Telephone Number 761-2827
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest Oct. 74      to date		5. Records Series Title (followed by title used in office, if different) INTRA-STATE CERTIFICATE AND TRANSFER RECEIPT BOOK FILE	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? The Motor Carrier Certification and Enforcement Division is responsible for administering the Georgia laws requiring "for hire" motor carriers to obtain Certificate of Public Convenience and Necessity where intrastate operations are involved; registers and collects prescribed fees for all vehicles operated under such Certificates; files evidence of liability and cargo insurance coverage; identifies vehicles and files tariff naming rates and changes. Also, the Division receives, processes and assigns for public hearing before the Commission, all applications for such Certificates.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: recording fees received for intra-State certificates and transfers.  Included are:      numbered receipts showing date received, amount, and sender.          File is arranged:      numerically by receipt number.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>monthly</u> ; Seven to twelve months old <u>quarterly</u> ; Thirteen to twenty-four months old <u>occasionally</u> twenty-five months and older _____			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>Books (1 yearly)</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <u>State Department of Audits and Accounts</u>
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                       |
|--------------------------|--------------|-----------------------------------|-----------------------|
| a. State Law             | _____ years. | d. <sup>State</sup> Audit period  | _____ <u>1</u> years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ <u>1</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.          |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

☒ Hold in the current files area \_\_\_\_\_ month(s) 2 year(s); then

☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then

☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

80-281

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>Lucia A. Ramsey</u>	<u>5-5-80</u>	<u>Shaine J. [Signature]</u>	<u>5/5/80</u>
		State Records Committee (Signature)	Date
		<u>[Signature]</u>	<u>6-20-80</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	
		Secretary of State/Designee	<u>6-18-80</u>
		At. _____	<u>6-20-80</u>